

POLICY FOR FACULTY-GENERATED TEXTBOOKS AND LAB MANUALS

Faculty who develop textbooks or lab manuals for classroom use must arrange for the production and distribution of these materials in one of three ways:

- 1) Submit manuscripts to a national commercial press employing a publication process that includes professional review of manuscripts prior to publication, distribution of books nationally, and payment of royalties to the author
- 2) Submit manuscripts to the UTC Graphic Services for duplication and routing to the Bookstore, according to University Fiscal Policy Statement 5, Section 040, Part 01. This policy states that Graphic Services “must be employed in preference to outside vendors or sources unless proper justification is made.” Graphic Services will provide a waiver form in the event it cannot perform a job due to time restraints, limited capabilities or equipment downtime.
- 3) If Graphic Services is unable to meet the unique publication and/or distribution needs of a particular faculty member, that faculty member, with a waiver form signed by the department head, may arrange for the publication and/or distribution of textbooks or lab manuals with a custom publisher or commercial copy center or print shop.

NOTE: This university policy does not exclude departments from developing their own more detailed policy that is consistent with this university policy. It is recommended that academic departments establish such a departmental policy for all self-authored, self-edited or custom published materials made available through Graphic Services, custom publishers, commercial copy centers, or print shops. This policy should have the approval of the appropriate dean.